

SKILL – PERSONAL ACCOUNTABILITY (CPIP)



1) DESCRIPTION OF THE TOOL

This tool helps you define your personal values and use them as a guide for your decisions. It advises you to set realistic personal goals and take responsibility for achieving them.

Name of the tool: Share core values!

Time: 20 minutes

Environment settings: Indoor & Outdoor

2) OBJECTIVES OF THE TOOL

- ✚ Taking on personal values at work.
- ✚ Aligning your actions, decisions, and behaviour with your core values.
- ✚ Reflecting on your own values and find ways to manifest them in the professional environment.

3) CONNECTION OF THE TOOL WITH THE SKILL

This tool is fully connected with the personal accountability skill because it helps you align your actions, decisions, and behaviour with your core values, even in the face of pressure or difficult situations. The goal is to give employees a framework to explore the values that are important to them and understand how to express them at work.

4) RESOURCE MATERIALS

The following resources materials are needed to successfully practice this tool:

- ✓ Sheet of paper
- ✓ Pen

5) HOW TO APPLY THE TOOL

Step 1: Choose 3-5 values that are most important to you (integrity, honesty, respect etc.) Write them down. How do these values manifest in your personal and professional life?

Step 2: Think of a situation at work where it was difficult to maintain your values or make a decision that reflected them. Write it down.

Step 3: Now answer the questions below considering the chosen situation.

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What values were tested in that situation?

What would I change now if I could turn back time?

6) WHAT TO LEARN

- Learn how to show personal values at work.
- Learn how to practice personal accountability skills.
- Learn how to assume values in everyday decisions and in relationships with colleagues.



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